



THOMAS J. VILSACK, GOVERNOR  
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# STATE OF IOWA

DEPARTMENT OF EDUCATION  
JUDY A. JEFFREY, INTERIM DIRECTOR

**DATE:** August, 2004

**TO:** Authorized Representative/Food Service Director

**FROM:** Dean Flaws, Commodities Consultant

**SUBJECT:** 5B (October) Release

## **PLEASE ROUTE TO FOOD SERVICE DIRECTOR**

1. **5B Order Form.** Enclosed in this mailing you will find the second Commodity Order form for the 2004-05 school year. The second shipment of commodities 2004-2005 school year is being planned to start the week of Sept. 27. The delivery cycle takes approx. 5 weeks.
2. **Internet Ordering** is available for 5B. Go to the Internet address: [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us) and enter your ID and password on the screen. Then click the submit button. **CLICK** Commodities on the Application menu screen. Now you have two options: General Information or Commodity Order Form. Select Commodity Order Form and click the GO button. Instruction booklets and videos are available by calling this office (515) 281-4751.
3. **Split shipments (2004-2005).** All schools are encouraged to use the Internet especially if you are a split site. Split forms can be found on the BFN web page, if you are still doing the paper copies.
4. **The Commodity Order Form will be available thru the web on these anticipated dates:**

5A	Aug/Sept. Delivery	May 14 (Done)
5B	October Delivery	Sept. 1
5C	Nov./Dec. Delivery	Oct. 11
5D	January Delivery	Dec. 1
5E	Feb./Mar. Delivery	Jan 17
5F	April Delivery	March 1
5. **Deliveries short/damaged:** When commodities arrive at your school, the product unloaded should be carefully counted and checked to make sure you are receiving the correct amounts. If you discover a shortage or any damage, make sure the driver makes a note on the warehouse release and initials it. **You must have a driver's signature indicating a problem on your delivery, before any adjustment can be made on your billing.**

Grimes State Office Building - Des Moines, Iowa 50319-0146

PHONE (515) 281-5294 FAX (515) 242-5988

[www.state.ia.us/educate](http://www.state.ia.us/educate)

*Helping Communities Meet the Learning Needs of All Their Children and Adults*

**6. Deletions and/or cancellations for 5A:**

A	Peanut butter slices	(#2578)
B	Pork/ham roasts	(#0751)
C	Vanilla pudding	(#1747)
D	Margarine patties, Lt.	(#2543)
E	Mixed Fruit	(#1340)

The peanut butter slices will not be offered again this year. All others were just moved back to the 5B delivery.

**7. Warehouse Rates for 2004-05:**

Handling and Storage	\$1.33 per case
Dry storage rate for each additional month	.20 per case
Refrigerated storage for additional months	.35 per cwt. gross
Freezer storage for additional months	.58 per cwt. gross
Admin fees for processed commodities	.18 per case
Split Delivery charges – In Town	38.00
Out of Town	63.00

**8. Iowa Food and Distribution Program.** If you need additional information, commodity values, or forms for the Commodity Food Distribution programs, please visit our web site at: <http://www.state.ia.us/educate/ecese/fn/commdist/>.

**9. All commodity values** for this school year will be found on the Bureau web page.

**10. Processed Commodity Food Items for 2004-2005.** All food items coded 2500 or above are processed food items and are an extra cost to your school district. You will be allocated one (1) of each item for all processed foods coded 2500 or above. If you **do not** want this product, you must put a "0" in the amount wanted column. You **do not** have to take these processed food items. **Please note that there is a difference between the commodity value and the price of each item.** The commodity value is the amount in each unit of product that is deducted from your school entitlement, unless it is a bonus commodity. The price of each item is the cost of the finished processed product. The school cost does not include the per case shipping and handling fee charged by Keck, Inc. for each case of product shipped. These are all optional products. The costs will be included in the amount you pay Keck, Inc. There will be **no** separate billings for processed products.

**11. The cost of beef** has risen for the next school year so the State of Iowa has made only a limited purchase of ground beef (approx. 20 truck loads). You will only be given what you are allocated. Don't ask for extra. This will apply to all deliveries.

**12. Commodity Phone Numbers:**

a.) Dean Flaws, Commodity Consultant	515-281-4032
b.) Mary Jo Clark, Commodity Assistant	515-281-4751
c.) Julia Thorius, Bureau Chief	515-281-4757

- d.) Janelle Loney, Bureau Secretary 515-281-5356
- e.) Jenni Arnold, Admin. Asst. Keck, Inc. 515-244-5631
- f.) Jack Barrow, Des Moines Cold Storage 515-262-6560
- g.) Eldon Reinhart, Mason City Cold Storage 641-424-8369
- h.) Amy Peister, Cloverleaf, Sioux City 712-279-8019

**13. If your school needs any of the following commodity booklets**, please let Mary Jo or myself know:

- a. "Commodity Processor Fact Booklet" (2003-04)
- b. "Single Inventory" booklet
- c. "Commodity Ordering by Internet"
- d. "Commodity Processor Fact Booklet Inserts (2004-05)

**14. The commodity assistance rate has been established for the 2004-05 school year.** The new rate is \$.1725 per meal which is the basis for you figuring your entitlement for this school year. To figure your entitlement you need to do the following:

$$\begin{array}{l}
 \text{Average Daily Participation (ADP) (Jan. 2004, Data)} \\
 \text{X Meal Rate (2004-05 rate) = .1725} \\
 \text{X \# of School Days (180)} \\
 \text{=Entitlement}
 \end{array}$$

**15. The State of Iowa has sent NFD milk** to the GAGE Company, General Mills, Eastside Entrees and Schrieber Cheese Company. If you receive products from these venders, talk to your local distributor to see if you can purchase any food items with NFD milk in them, at a discounted price or a rebate.

**16. Keck, Inc. out of Des Moines**, will provide the transportation of commodities to Iowa schools. They will utilize 3 warehouses for the storage of commodities. The warehouses are located in Des Moines, Mason City, and Sioux City.

Sincerely,

Dean Flaws, Commodities Consultant (515-281-4032)  
 Mary Jo Clark, Commodities Assistant (515-281-4751)  
 Bureau of Nutrition Programs and School Transportation

Enclosures

